

AIMS Alert – August 21, 2008

Fall 08 HS deadlines

Dear High School Test Coordinators,

Several deadlines related to Fall 2008 AIMS HS testing are fast approaching. Please review the list below and complete tasks prior to due dates.

Online Ordering of Test Books and Answer Documents – due August 27

All high schools with students participating in the Fall 2008 AIMS HS tests must place an online test materials order no later than Wednesday, August 27. Do not wait until the last minute to place orders. Training for those who are unfamiliar with online ordering is available on Monday, August 25. Instructions for logging on to the CTB online ordering site and information about the training were included in a letter and email from CTB. Contact the CTB ArizonaHelpDesk at 888.630.9145 with any questions regarding placing online orders.

Register for Fall 2008 Pre-Test Workshop – due August 29

All district test coordinators with high schools must attend one of the Fall 2008 Pre-Test Workshops. Register for the workshops using the ADE Calendar of Events. This is located on the ADE home page in the lower right hand corner. Click on the calendar, change the month to September, and select date (23, 24, or 25) that you wish to attend. Contact Mary Pat Wood at 602.542.5345 with any questions regarding pre-test workshops.

Student Labels

Label data extracted from SAIS – September 9

Labels for students who have not passed one or more content areas will automatically have a label produced as long as the school's enrollment data has been uploaded into SAIS by September 9.

Student Pre-Coded Label Application – due September 9

Labels for students who want to retest may be requested through the Assessment Application. Until a school's enrollment data is uploaded to SAIS, no students will be shown in this application.

Note: The launch of this application has run into several snags. The application has been available intermittently today. The ADE servers are being moved this weekend so neither SAIS nor the label application will be available from 5 pm Friday, August 22 until 8 am Monday, August 25. This application will be open until September 9th. So, there is still time. We will send another reminder about Fall 2008 student labels next week. For now, get enrollment data uploaded to SAIS as soon as possible.